

Construction Project Notification to SEIU Local 721

Date:

Bureau in Charge of Project:

Project Title:

W.O. #:

Description:

Does this project meet criteria for notification to SEIU Local 721?

☐ **Yes:** Specify criteria <Click criterion and move to top>
Send form to the SEIU Local 721 & OMES.
Date sent:

☐ **No:** Reason:

File form, go through normal Bid & Award Process.

Do City Classifications have expertise?

☐ **Yes:** Prepare letter to Bureau(s) or Department(s) for
your own Bureau Director's signature.
Send form to SEIU Local 721.
Date sent:

☐ **No:** Reason:

Go through normal Bid & Award Process.
Send form to SEIU Local 721
Date sent:

Can other Department(s) or Bureau(s) do the work in the time required?

☐ **No:** Go through normal Bid & Award Process.
Reason:

Send form to SEIU Local 721.
Date sent:

☐ **Yes:** Review Proposal from the other Department or Bureau.

Is Proposal from the other Department or Bureau acceptable?

☐ **Yes:** Prepare MOU with other Department or request other Bureau to do the work.
Send form to SEIU Local 721.
Date sent:

☐ **No:** Go through normal Bid & Award Process.
Reason:

Send form to SEIU Local 721.
Date sent: